

Privileged and Confidential -  
Attorney-Client Communication

Philip Morris Companies, Inc.  
(Records\* Retention Program Questionnaire)

To: Hunton & Williams

From:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

1. Who is responsible for records management in your department? Is there at least one person whose responsibility is managing records\*?
2. What are the responsibilities of that person(s)?
3. What types or categories of records are maintained by your department?
4. What is the approximate volume (in linear feet or other measure) of each category of records identified above?
5. Do you have a retention and disposition schedule?  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. If so, please identify it. \_\_\_\_\_
7. Where does your department store files that are not currently in use?

\*Records are defined as "all books, papers, notes, photographs, writings or other documentary materials, regardless of physical form or characteristics, including computerized records, tapes or other forms of information or data storage. A record may take various forms -- paper, microfilm, computer tape, word processing disk, microfiche, video disk, etc."

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8. What types or categories of records are placed in storage by your department?
9. What is the approximate volume (in linear feet or other measure) of each category of record identified above?
10. How often do you retrieve files from your department's record storage?
11. Identify the reasons that most often require you to retrieve files.
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
12. Is your storage area adequate for current needs?  
Yes \_\_\_\_\_ No \_\_\_\_\_
13. Is your storage area adequate for projected 5-year needs?  
Yes \_\_\_\_\_ No \_\_\_\_\_
14. Do government regulations affect your departmental records?  
Yes \_\_\_\_\_ No \_\_\_\_\_
15. If so, please identify the specific regulations.
16. Do you use a records management manual? Yes \_\_\_\_\_ No \_\_\_\_\_

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17. If so, please identify it. \_\_\_\_\_
18. Do you participate in a program of directives management?  
Yes \_\_\_\_\_ No \_\_\_\_\_
19. Do you participate in a program of correspondence management? Yes \_\_\_\_\_ No \_\_\_\_\_
20. Do you participate in a program of forms management?  
Yes \_\_\_\_\_ No \_\_\_\_\_
21. Do you participate in a program of reports management?  
Yes \_\_\_\_\_ No \_\_\_\_\_
22. Do you participate in a program of copy management?  
Yes \_\_\_\_\_ No \_\_\_\_\_
23. Explain your perception of records management in your department.
24. What problems do you encounter in your daily records use?
25. What kinds of records security are exercised?
26. How does your department dispose of outdated and unneeded records?
27. How is your current records retention policy monitored to assure compliance?

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28. Diagram the flow of records in your department. (Use the back of this page.)
29. Do individual personnel in your department maintain their own personal records (notes of meetings, copies of correspondence, calendars, diaries, etc.)?
30. If so, please describe the types or categories of records individuals maintain.
31. What procedures or policies exist for disposing of personal files?
32. Other comments?

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